

The City of Stockton invites your interest for the position of

PROGRAM MANAGER III COMMUNITY DEVELOPMENT DEPARTMENT



Annual Salary
Up to \$108,102*

*Depending on Qualifications



Community Development Department

The Community Development Department is composed of the Building and Life Safety Division, Planning and Engineering Division, and the Business Operations Division. The operational center of the department is at the City Permit Center. The purpose of the department includes:

- Plan for the future growth, infrastructure needs and service demands of the greater community.
- Review and process permit applications for development activities.
- Provide permit and life safety inspections of buildings, storage tanks, mechanical equipment lines, and other structures.
- Provide emergency operations inspection services and action plan support.
- Coordinate floodplain management efforts.
- Assist other departments and agencies in the areas of economic development, climate action planning, design review, historic building analysis, environmental impact review, and geographic information mapping and analysis.
- Serve as Public Facilities Fees (PFF) citywide programmatic lead.

The department supports the Planning Commission, Development Oversight Commission, Climate Action Plan Advisory Committee, Cultural Heritage Board, Building and Housing Board of Appeals, and the Handicap Access Board of Appeals.

Community

Stockton is a renewed City! Located along the San Joaquin Delta waterway, Stockton has become one of the premier communities in the San Joaquin Valley and a very desirable place to live, work, and raise a family. In 2015, Stockton received All-American City recognition for the third time, and has been named by U.S. News and World Report as one of the top 100 places to live in the country.

Stockton is the 13th largest city in California with a dynamic, multi-ethnic, and multi-cultural population of over 300,000 residents. Located in California's great Central Valley, Stockton has grown from a community with rich agricultural roots to an urban destination with an emerging arts and cultural scene, fine dining, shopping, sports, recreation, and family activities.

Stockton is the home of the University of the Pacific, California State University Stanislaus Stockton Center, San Joaquin Delta College, and the robust and thriving Port of Stockton with direct waterway access to the San Francisco Bay. Year-round events and venues include the Annual Jazz Brubeck Festival, Bob Hope (Fox California) Theatre, Children's Museum, Haggin Museum, San Joaquin County Fairgrounds, and the Stockton Symphony. The 10,000-seat multi-purpose waterfront Stockton Arena is home to the Stockton Heat, an American Hockey League affiliate of the Calgary Flames. The adjacent 5,000-seat Stockton Ballpark is home to the Stockton Ports, the single-A minor league baseball affiliate of the Oakland A's. With all of these attributes and so much more, Stockton's future is bright.

The Position

Incumbents in this management level classification are responsible for performing a variety of professional level duties and responsibilities for the implementation of Citywide strategic programs, performing operations and/or other complex analyses, directing and managing compliance by departments with the policies and procedures of the program(s) under the supervision of this class. Work is done under the direct authority of departmental senior management due to the critical nature of the policies and programs. Assignments allow for a high degree of autonomy and administrative decision making in their execution. Incumbents will serve as a division lead in the Business Operations Division of the department for Building, Planning and Development Engineering Functions, along with the general operations for the City's Permit Center. Incumbents will serve as a daily lead in the areas of operations, financials and technical support, and interface with multiple City departments and the public. A typical day may involve troubleshooting a financial or enterprise system technical issue, generating performance statistics and analyzing data, preparing staff reports for City Council, preparing requests for proposals, or developing and conveying department/division policy.

Ideal Candidate

The ideal candidate will possess significant technical and analytical strengths, excellent verbal and written communication skills, ability to adapt quickly to changing priorities, and a successful record of staff management and systems thinking focused on evaluating and implementing processes to improve efficiency. Must be able to work independently and cooperatively as part of a team in a fast-paced, deadline-driven environment. The ideal candidate is able to anticipate issues, perform independent analysis, make recommendations to senior management, and implement solutions. The ability to anticipate the impacts of decisions and the needs of others is critical. Strong computer skills, such as Excel and database systems required.

Mission Statement

To serve the public by providing courteous, effective, efficient and accurate planning and development services to ensure a safe community that enhances the quality of life for all residents of the City of Stockton.



- Plans, organizes, directs, and controls programs and projects with Citywide implications; provides expert professional assistance to City management staff.;
- Reviews and enforces administrative policies, procedures, and operations; ensures that internal and externally imposed program requirements are met;
- Develops and directs the implementation of goals, objectives, and work standards.;
- Supervises staff, planning, assigning, reviewing, and evaluating work; participates in the selection of staff and provides for their training and professional development;
- Provides staff leadership and technical assistance to task forces, citizen advisory committees, commissions, or boards; confers with and provides technical assistance to City departments in areas of responsibility;
- Prepares a variety of periodic progress and special reports related to programs and activities;
- Represents the City in meetings with representatives of governmental agencies, professional, business and community organizations and the public;
- Prepares recommendations for annual grant and program budgets; and/or provides input for and prepares various grant applications or annual performance report of activities;
- May confer and negotiate with developers and property owners relative to the acquisition and disposition of property and improvements; may draft project contract language and performance specifications;
- Monitors legislation and developments related to areas of responsibility; evaluates their impact on City operations and programs; recommends and implements policy and procedural improvements; and
- Performs related duties as assigned.



Minimum Qualifications

Possession of a Bachelor's degree from an accredited four-year college or university with major course work in business or public administration or a closely related field, or the field of the program to which assigned, and four (4) years of experience managing or supervising highly visible programs or projects with major departmental or citywide impact.

Other Requirements:

Specified positions may require possession of a valid California class C driver's license.

Compensation and Benefits

The annual salary range for the Program Manager III position is \$84,190.92 to \$108,102.72, depending on qualifications. Benefits* include, but are not limited to:

- Retirement: California Public Employees' Retirement System (CalPERS) with a 2% @ 62 formula for employees new to CalPERS. Employees considered "classic" members receive 2% @ 60 benefit formula.
- Vacation: 120 hours of vacation per year.
- Health Benefits: The City pays a significant portion of the premium for medical/hospitalization, dental/orthodontia, vision, and prescription coverage for employees and dependents.
- Holidays: 12 fixed and 1 floating per year.
- Sick Leave: 96 hours per year.
- Deferred Compensation: A deferred compensation plan is available at the employee's option.
- Section 125 (Flexible Spending Account): Employees may participate on a pre-tax basis for day care and medical expense reimbursement.
- Life Insurance: Policy value of \$50,000.
- Work Schedule: A City of Stockton 9/80 work schedule - 7:30am to 5:30pm, Mondays through Thursdays; 8:00am to 5:00pm on Fridays, with alternating Fridays off.

*Please visit our website for a complete list of benefits offered by the City of Stockton.

This position is Exempt from FLSA (Fair Labor and Standards Act) and does not qualify for overtime compensation, and it is subject to Fair Political Practices Commission (FPPC) annual filing requirements. Please see the FPPC website, www.fppc.ca.gov, for more information.

The Process

This is an At-Will position (unclassified/unrepresented). Only those applicants who best fit the needs of the City will be considered for this career opportunity. Applicants who fail to complete the online application and supplemental questions, and provide a cover letter, resume, and proof of education by the Final Filing Date of July 14, 2017 at 5:00 p.m., will be subject to rejection. Applications and supplemental questionnaires will be reviewed, and only the most qualified applicants will be invited to an interview.

If you are interested in pursuing this new and challenging career opportunity, please visit our website to apply online at:

www.stocktonca.gov/jobs

Final Filing date: July 14, 2017, 5:00pm

THE CITY OF STOCKTON IS AN EQUAL OPPORTUNITY EMPLOYER